

**2023-2024**

**Girls**  
**Lacrosse**

**IHSA Manual for  
Schools & Managers**





# 2023-2024 Girls Lacrosse Manual Table of Contents

## School Information 1-19

- Terms & Conditions ..... 2-6
- Important Dates & Deadlines.....7
- School Information Letter .....8
- Tie Breaker Procedures .....9
- Season Summary form Instructions/Seeding Information .....10
- MaxPreps Reporting Procedures .....11
- Required State Final Information .....12
- Instructions to Submitting Photos .....13
- ScoreZone Reporting Procedures.....14
- Up-To-Date Stats Form .....15
- Duplicate Awards Order Form..... 16-17
- Miniature Awards Order Form ..... 18-19

## Manager Information 20-35

- Managers Information ..... .21
- Guidelines for Managers .....22
- Sectional/Super-Sectional Manager’s Checklist..... 23-25
- State Series Press Box Priority List .....26
- Required Ball .....27
- Required PA .....28-33
- Awards Delivery Information .....34-35

## General Information 36-49

- Emergency Action Plan ..... 37-38
- Do What’s Right Sportsmanship ..... 39-40
- Weather Policies & Resources .....41-43
- Sports Medicine Policies & Resources .....44-45
- State Final Student Media/Video Taping .....46
- Internet Video Broadcasting Information .....47
- IHSA Pass Gate List .....48
- Drone Policy .....49

Revision History:



# School Information

**IHSA Manual for  
Schools & Managers**





# Terms and Conditions

## I. SCHOOL CLASSIFICATION

Competition in the IHSAA Boys Lacrosse/Girls Lacrosse Tournament State Series will be held for all member schools without classification.

## II. DATES AND SITES

**A) Game Sites:** Eight sites shall be selected by the IHSAA Office to host the Sectional series. Sectional Play-In games will be played at the site of the higher seed. Sectional Quarterfinals will be played as doubleheaders at two pre-selected sites within each Sectional (1-8 and 4-5 games at one site, 2-7 and 3-6 at other). Game locations will be changed to give host school a home game. If the two quarterfinal hosts are scheduled to play each other per the seeds, the matchups will be changed. The winners of the eight Sectional sites will advance to the Super-Sectional series, which will consist of four sites selected by the IHSAA Office. The Super-Sectional winners shall advance to the state semifinals to be hosted at the State Final site.

**B) Sectional Game Dates:**

Sectionals shall be played during Week 46 and 47 of the IHSAA Standardized Calendar and the Super-Sectionals and State Finals during Week 48.

Girls Sectional Play-In: Wednesday-Saturday of Week 46

Girls Sectional Quarterfinals: Monday of Week 47

Girls Sectional Semifinals: Wednesday of Week 47 (Scheduled as doubleheaders)

Girls Sectional Finals: Friday of Week 47 (Scheduled as doubleheaders when possible)

Boys Sectional Play-In: Wednesday-Saturday of Week 46

Boys Sectional Quarterfinals: Monday of Week 47

Boys Sectional Semifinals: Wednesday of Week 47 (Scheduled as doubleheaders)

Boys Sectional Finals: Friday of Week 47(Scheduled as doubleheaders when possible)

**C) Super-Sectional Game Dates:**

Girls Super-Sectionals: Tuesday of Week 48

Boys Super-Sectionals: Tuesday of Week 48

**D) State Final Tournament:**

Boys Semifinals: Thursday of Week 48

Girls Semifinals: Friday of Week 48

Boys/Girls Finals: Saturday of Week 48

The five-year schedule for the State Final Tournament in Week 48 is as follows:

2024	May 30 and June 1 (Boys)	May 31 and June 1 (Girls)
2025	June 5 and June 7 (Boys)	June 6 and June 7 (Girls)
2026	June 4 and June 6 (Boys)	June 5 and June 6 (Girls)
2027	June 3 and June 5 (Boys)	June 4 and June 5 (Girls)
2028	June 1 and June 3 (Boys)	June 2 and June 3 (Girls)

## III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ON-LINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSAA-sponsored sport/activities included in the 2023-2024 Entry Policies and Procedures.

**A) On-line Entries:** All member schools must enter their school into the state series competition through the IHSAA School Center on the IHSAA Website at [www.ihsaa.org](http://www.ihsaa.org). The deadline for entry is (February 1, 2024). The 2023-24 Entry Policy and Procedures outlining the online entry procedures for all IHSAA-sponsored tournaments can be found in the Schools Center on the IHSAA website.

**B) Late Entries:** Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSAA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

**C) Breach of Contract By-law 6.041 (Withdrawal Procedure):**

To withdraw without penalty, the Principal must notify the IHSAA Office, in writing, of the school's withdrawal from the respective sport by 2:00 p.m. on the Monday prior to the Wednesday Season Summary Form deadline.

If a school withdraws after the Seeding Date/List of Participants due date but before the first competition, the school will be charged a \$100 penalty and, if applicable, the cost of game officials and the host school guarantee provided for in the Terms & Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for competition, the school will be charged a \$100 penalty, the cost of game officials and the host school guarantee according to the Terms & Conditions for the respective sport.

**D) Eligibility:** All member schools in good standing may enter one team under the provisions of IHSAA By-law 3.054. (By-law 4.071 for activities)

**E) Affirmative Action:** Boys and girls shall be permitted to participate in the state series except as provided in the IHSAA Affirmative Action Policy.

## IV. HOST FINANCIAL ARRANGEMENTS

**A) Sectional Play-In and Quarterfinal Games:** The Play-In and Quarterfinal games of the Sectional tournament are financially independent. The host school shall pay all local expenses. If admission is charged the host school will receive 100 percent of the gate receipts. The IHSAA will pay the officials through ArbiterPay.

**B) Sectional, Semifinal & Final Games:** The host school shall pay for all local expenses. The host shall receive a guarantee of \$450 and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee. The IHSAA will pay the officials through ArbiterPay.



C) Super-Sectional Games: The host school shall pay for all local expenses. The host shall receive a guarantee of \$225 (\$400 if hosting two games) and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee. The IHSAA will pay the officials through ArbiterPay.

D) Digital Tickets: Per IHSAA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional, Super-Sectional, and State Final levels of the State Series. Any exceptions must be approved by the IHSAA Office.

E) Admission Prices: The following State Series ticket prices have been set by the IHSAA Board of Directors. A baby in arms is free at all rounds of the State Series. Pricing for all other individuals is as follows:

**SECTIONAL**

Play-In: Host site may choose to charge & retain gate at \$5 per ticket

QF/Semis/Finals Digital Ticket: \$6 per day

QF/Semis/Finals Cash Ticket: \$7 per day

**SUPER-SECTIONAL**

Digital Ticket: \$7 per day

Cash Ticket: \$8 per day

**STATE FINALS**

Digital Ticket: \$10

Cash Ticket: \$11

F) State Final Team Expenses: In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round trip to and from the site where the tournament will be played. In addition, each school will receive a flat expense reimbursement to cover some of the costs incurred by schools at the State Final.

**Round Trip**

**Mileage to**

**State Final Site**

0-150 miles

151-300 miles

301-over miles

**Flat Rate**

**Reimbursement**

\$500.00

\$1,000.00

\$1,500.00

**G) Rights Fees for TV and Radio:**

1) Television Rights Fees to be charged by Local Managers and/or the IHSAA are contained in the IHSAA Broadcasting Policy.

2) Radio Fees, which shall be charged, are:

a. Sectional Contest = No Charge

b. State Final = \$100.00

3) Policy regarding media requirements for each Local Manager is contained in the current News Media Directory and IHSAA Official Handbook.

**V. TOURNAMENT ASSIGNMENTS AND SEEDING**

A) Sectional Assignment: All teams will be assigned to a Sectional on a geographic basis. If possible, an equal number of teams shall be assigned to each of the eight (8) Sectional tournaments.

B) Season Summary Form: Schools entered into the Boys and Girls Lacrosse state series will be required to submit a Season Summary Form on-line in the IHSAA Schools Center. Failure to do so by 10:00 a.m. on Wednesday of Week 45 (May 10, 2023) will result in a school forfeiting its opportunity to participate in the seeding process. The Season Summary Form can be found in the IHSAA Schools Center.

C) Seeding: All seeding will be conducted on-line through the IHSAA Schools Center. Each school that completes the Season Summary Form by 10:00 a.m. on Wednesday of Week 45 (May 8, 2024) shall have one (1) vote in the seeding process. No school shall vote for their own team. The link to seed the teams is located in the IHSAA Schools Center and will be activated at 11:00 a.m. on Wednesday of Week 45 (May 8, 2024). The deadline to seed teams is 12:00 Noon on Thursday of Week 45 (May 9, 2024). Seeding will only occur at the sectional tournament level.

D) State Final pairings will be made by chance drawing in the IHSAA Office prior to the start of the tournament.

**VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES:**

**A) Time Schedule:**

Local managers will not be permitted to change the order in which games are played unless given permission by the IHSAA Office. Sectional managers, upon consultation with the IHSAA Office, may alter the playing schedule to accommodate the regularly scheduled graduation ceremonies of a competing school.

**B) Sectional Playing Schedules/Start Times:**

Local managers will be given the autonomy to schedule contests at their site to begin during the following time durations. Permission to start at a time that falls outside of the ranges below must be provided by the IHSAA Office:

Boys & Girls:

Non-Lighted field – weekday games: Begin the first contest no earlier than 4:00 p.m. and no later than 4:30 p.m.

Lighted field – weekday games: Begin the first contest no earlier than 4:00 p.m. and the second contest scheduled no later than 7:00 p.m.

Saturday games: Begin the first contest no earlier than 10:00 a.m., and the last contest no later than 7:00 p.m.

Sectional Final and Super-Sectional games: Begin no earlier than 4:00 p.m. and no later than 7:00 p.m.

Note: If two (2) games are to be played back-to-back (doubleheader) on the same field, the second game must be scheduled to begin by 7:00 p.m.

**C) State Final Playing Schedule/Start Times:**

All State Final contests will be played at Hinsdale (Central). The time schedule for Saturday's finals will rotate each year. The schedules below are for state finals in even and odd years.

**EVEN YEAR State Final Schedule**

Thursday	Session 1	Game 1	Boys
Semifinal #1	5 p.m.		
		Game 2	Boys
Semifinal #2	7 p.m.		
Friday	Session 2	Game 3	Girls
Semifinal #1	5 p.m.		
		Game 4	Girls
Semifinal #2	7 p.m.		
Saturday	Session 3	Game 5	Girls
Third/Fourth Place		10:00 a.m.	
		Game 6	Girls
State Championship		12:00 p.m.	
		Game 7	Boys
Third/Fourth Place		3:00 p.m.	
		Game 8	Boys
State Championship		5:00 p.m.	



**ODD YEAR State Final Schedule**

Thursday	Session 1	Game 1	Boys
Semifinal #1	5 p.m.		
Semifinal #2	7 p.m.	Game 2	Boys
Friday	Session 2	Game 3	Girls
Semifinal #1	5 p.m.		
Semifinal #2	7 p.m.	Game 4	Girls
Saturday	Session 3	Game 5	Boys
Third/Fourth Place		10:00 a.m.	
State Championship		Game 6	Boys
		12:00 p.m.	
Third/Fourth Place		Game 7	Girls
		3:00 p.m.	
State Championship		Game 8	Girls
		5:00 p.m.	

**D) Pre-Game Protocol:**

30-minute timed warm-up, each team provided one half of the field. When the warm-up clock strikes 0:00 teams return to benches. In order, begin Equipment Check, Coaches and Captains Meeting, Team Introductions and National Anthem. Game begins.

**VII. ADVANCEMENT OF WINNERS**

The eight (8) Sectional winners shall advance to four (4) Super-Sectionals. Super-Sectional winners shall advance to the State Final Tournament.

**VIII. TOURNAMENT RULES**

**A) Boys**

**1) Rules of Play:** The National Federation Boys Lacrosse Rules as published by the National Federation of State High School Associations/US Lacrosse are adopted as the official playing rules for all tournament matches. All contests shall be played in four 12-minute periods.

The decisions of the game officials are final. The IHSA Board of Directors will not review decisions of officials whether alleged errors are due to faulty judgement or misinterpretation of rules.

**2) Overtime Procedures:** A game shall not remain in a tie. Overtime procedures in the NFHS rulebooks are to be followed.

**3) Special Clock Rules:** Per Rule 3-1-2, "after the first half, any time the score differential reaches 12 goals or more, starting with the whistle resuming play, the clock will only be stopped for a team time-out, official's time-out or an injury time-out. Should the score differential be reduced to fewer than 12 goals, then normal play will resume.

**4) End of Game Procedure:** If 80% (38 minutes) of a match is completed and the match cannot continue for any reason, the contest shall be considered complete and the winning team will advance in the tournament. If the match is tied, consult VIII-C-1 below.

**B) Girls**

**1) Rules of Play:** The US Lacrosse Rules as published by the National Federation of State High School Associations are adopted as the official playing rules for all tournament matches. All contests shall be played in four quarters consisting of four 12-minute halves.

The decisions of the game officials are final. The IHSA Board of Directors will not review decisions of officials whether alleged errors are due to faulty judgement or misinterpretation of rules.

**2) Overtime Procedure:** A game shall not remain in a tie. Overtime procedures in the US Lacrosse rulebooks are to be followed.

**3) Special Clock Rules:** Per Rule 4-3, if a team is leading by 10 or more goals, the clock will continue to run after goals within the last two minutes of play in each half (no clock stop). If the difference becomes less than 10 goals, the stop clock is reinstated.

**4) End of Game Procedure:** If 75% (36 minutes) of a match is completed and the match cannot continue for any reason, the contest shall be considered complete and the winning team will advance in the tournament. If the match is tied, consult VIII-C-1 below.

**C) Postponement/Suspension of Games:**

1) If a State Series contest must be postponed or suspended for any reason and does not meet VIII-A-4 (Boys only) or VIII-B-4 (Girls only) above, then it will be considered a suspended game and continued from the point of suspension.

2) Suspended games(s) must be rescheduled for the next day, excluding Sundays.

3) Suspended tournament games will take precedence over all other games.

4) It is recommended that no start or continuation of a suspended game shall begin later than 10:00 p.m.

5) The local manager will work with the IHSA office on rescheduling suspended games.

**D) Home Team:** Throughout the tournament series, the teams listed on the top line or the team listed first of a single game playing bracket will be considered the home team. The team listed on the bottom line shall be considered the visiting team.

**E) Host site practice availability**

No Sectional, Super-Sectional or State Final playing field will be made available to a team for a walk-through, practice or any other activity prior to their game in any round of the State Series tournament. Host schools may practice on their home fields. Teams are allowed to access the field on gameday per the State Series time schedule.

**F) Balls:** The Champro Sports LBNW (white) is the Official Game Ball of the IHSA Boys Lacrosse State Tournament. The Champro Sports LBNGO (gold) is the Official Game Ball of the IHSA Girls Lacrosse State Tournament. The following number of balls will be allocated to each State Series site:

- Sectional: 48 balls (16 per contest)
- Super-Sectionals: 16 balls

**G) Players in Team Uniform:** In each of the tournaments, no school shall have in uniform more than 30 participants. No more than a total of 35 persons from a school may be on the team bench.

**H) Uniform Regulations:**

1) All players shall wear regulation lacrosse uniforms. School approved uniforms must be worn during warm-ups and competition. Tournament management reserves the right to determine appropriateness of all warm-ups and uniforms.

2) The team listed on the top line of a single game-playing bracket, shall wear white or light shirts and will be considered the home team. The team listed on the bottom line shall wear dark shirts and will be considered the visiting team.

**I) Scorers and Timers:** Adults are recommended.



**J) Assignment of Officials:** The IHSA will assign officials for all State Series contests.

The IHSA shall assign:

- 1) Two officials to all Sectional Play-In contests.
- 2) Two officials to all Sectional Quarterfinal contests.
- 3) Three officials to all Sectional Semifinal contests.
- 4) Three officials to all Sectional Final contests.
- 5) Three officials to all Super-Sectional contests.
- 6) Four officials to all State Final contests (three field officials, one bench official)

**K) Conduct of Coaches and Players:**

- 1) The captain and the head coach shall be the official spokesmen and the sole representatives of their team in all communications with the officials.
- 2) Abusive remarks to game officials by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-law 3.151, 6.011, and 6.012.

**L) Bad Weather Guidelines for Sectional Play**

Should bad weather force a postponement or suspension of a game(s) the following guidelines shall control:

- 1) Games shall be played in bracket order.
- 2) It is recommended that no start or continuation of a suspended game will begin later than 10:00 p.m.
- 3) The local manager shall keep the IHSA informed during the bad weather.
- 4) In the event that the games cannot be completed then the highest seeded team remaining shall advance to the Super-Sectional. The local manager should contact the IHSA prior to this determination.

**M) Bad Weather Guidelines for Super-Sectional Play**

Should bad weather force a postponement or suspension of a game(s) the following guidelines shall control:

- 1) In the event that the games cannot be completed then the winner shall be decided by a coin flip and the winning team shall advance to the state finals. The local manager should contact the IHSA prior to this determination.

**N) Guidelines for Play at the State Tournament in Case of Bad Weather**

- 1) The first priority is to crown a champion.
- 2) If the third-place game cannot be played, a tie will be awarded to both teams.
- 3) In the event of delays, the Championship game and the Consolation games may be reversed.
- 4) The Tournament Manager will have the discretion to shorten or terminate the third-place games at any time in order to assure champions area crowned.
- 5) Should tournament administration deem that two fields are required for any reason, girls state final games will be held at Hinsdale Central High School and boys games will be held at Hinsdale South High School.

**O) AED Policy:** Host schools must have an AED available and on site at all IHSA post season contests

**P) Digital Tickets:** Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for girls and boys lacrosse at the Sectional (starting at the quarterfinals), Super-Sectional, and State Finals rounds of the State Series. Any exceptions must be approved by the IHSA office. Digital tickets can be purchased and downloaded to a smartphone on the GoFan app or at [gofan.co/IHSA](http://gofan.co/IHSA) (.co is not a typo).

**Presale Tickets:** For rounds using GoFan, tickets will be posted for general admission sale on GoFan upon approval from the host school. Per IHSA Policy 22-9-D, tickets may be reserved for competing schools upon request by a competing school 72 hours before the contest or at host school discretion.

## IX. TOURNAMENT POLICIES

**A) All-Star Teams:** No tournament personnel, game officials nor anyone serving under the supervision of the Illinois High School Association may cooperate in any way in the selection of an all-star tournament team.

**B) Consolation Games:** In the Sectional tournaments, consolation matches to determine third place winners will not be permitted.

**C) Bands:** Bands from participating schools may be permitted to play during games in the tournament series provided they maintain an atmosphere of sportsmanlike conduct. Halftime and pre-game performances by bands on the playing field shall be permitted provided:

- 1) The host school determines that field conditions will not negatively be affected by marching of the band.
- 2) The halftime interval is extended by mutual agreement of the opposing coaches (Rule 7-2-1) to permit a maximum of six (6) minute performances by each school's band. Band members playing during a tournament series game shall be admitted to that game at no charge.

**D) Signs and Noisemakers:** The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided they are in good taste, reflect good sportsmanship in their message, they reflect identification and encouragement to participants and their school/community, they are not displayed on the field of play or in a manner which interferes with play, they do not obstruct the view of participants or spectators, and they are safe. All mechanical and artificial noisemaking devices are allowed with the exception of whistles and horns. The local manager has the authority to exclude other noise making devices that distract from the competition, including megaphones.

**E) Damage to Property or Equipment:** If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging, or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

**F) Practice Sessions:** For the Sectional, Super-Sectional and State Final rounds, teams will not be permitted to practice on the host school's field, unless it is their home school.

**G) Media Requirements:**

- 1) **Provide Space:** Space shall be set aside to provide for news media representatives covering the state series whether they are for newspapers, radio stations, commercial television stations and/or cable television stations.
- 2) **Radio and TV Originators:** It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation refunds for television and/or radio play-by-play origination's, according to IHSA Television and/or IHSA Radio Broadcast Policy.



a) Television Rights Fees for all levels of competition below the State Final level shall be paid to the host school and shall become part of the revenue to be shared by the member school(s) and the Association according to the financial terms stipulated in these Terms and Conditions.

b) Radio Broadcast Rights Fees are not required for any level of competition in this series (except State Final). Local Managers shall permit radio play-by-play originations of the competition.

c) Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

3) All media requirements for the State Final tournament shall be handled through the IHSA Office.

4) Local tournament managers shall be responsible for reporting tournament information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

#### H) Videotaping by Schools or Spectators:

Videotaping is allowed under the following conditions:

1) Local managers should be ready to provide an area for a competing school to videotape, if requested. When one school requests video space, then the local manager should provide similar space to both competing schools.

2) Non-competing schools and spectators will be allowed to videotape matches in the stands provided they do not obstruct the view of participants or spectators.

**I) Flash Photography:** The use of flash cameras is allowed by fans during contests. News media is allowed the use of strobe lighting or electronic flashes provided the local manager agrees that the flashes are not causing interference with the conduct of the contest. The local manager can require, at any time, the photographer to cease use of the flash. The manager's decision is final.

**J) Tobacco Products/Liquid Nicotine Products:** The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

**K) Use of Inhalers:** A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois school code.

**L) Alcoholic Beverages and IHSA State Series:** The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for

violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

#### M) Prayer at IHSA State Series Contests:

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

### X. AWARDS

#### A) Sectional:

1) Team awards will be provided by the IHSA for the winning team at each Sectional tournament.

#### B) Super-Sectional:

1) Team awards will be provided by the IHSA for the winning team at each Super-Sectional tournament.

#### C) State Final:

1) Team awards and individual medallions will be presented to the first, second, third and fourth placing teams at the State Final.

2) A medallion will also be presented to the Superintendent, Principal, Athletic Director and Athletic Trainer of the first, second, third and fourth reimbursement placing teams at the State Final.

### XI. OFFICIALS

#### A) Appointment and Fees:

##### 1) Sectional:

a) Two officials will be appointed by the IHSA Office for each Sectional quarterfinal contest. Each official will be paid a fee of \$81.00 per game worked. A third official may be added to the semifinal games by the IHSA at the request of the host school. The host school will be responsible for the payment of the third official (\$81.00).

b) Three officials will be appointed by the IHSA Office for each Sectional semifinal and final contest. Each official will be paid a fee of \$81.00 per game worked.

##### 2) Super-Sectional:

a) Three officials will be appointed by the IHSA Office for each Super-Sectional contest. Each official will be paid a fee of \$110.00 per game worked.

##### 3) State Final:

a) Twelve boys and twelve girls officials will be assigned to work the State Final tournament by the IHSA, with three officials appointed to each contest. Each official will be paid a fee of \$144.50 per game worked.

A Coordinator of Officials will also be assigned to work all state final contests in their respective tournament and will be paid a fee of \$125 per day.

A fourth official will be assigned to work the table for each state final contest.

#### B) Mileage Reimbursement Policy:

1) In addition, each of the appointed officials who incurs the expense will receive 30 cents per mile for each mile over 70 miles for one round trip to the site provided the official submits a mileage reimbursement form to the IHSA office.





# IMPORTANT DEADLINES AND STATE SERIES DATES

## GIRLS LACROSSE

- May 8 (Wed.) ..... Schools Must Submit the **Season Summary Form** online in the IHSA Schools Center by 10:00 a.m.  
(View and/or Print Season Summary Forms)
- May 8 (Wed.) ..... Seeding form opens at 11:00 a.m.
- May 9 (Thurs.) ..... Submit seeds online in IHSA Schools Center by 12:00 noon
- May 10 (Fri.) ..... Pairings released at 4:00 p.m.
- May 15-18 (Wed.-Sat.) ..... Sectional Play-In
- May 20(Mon.) ..... Sectional Quarterfinals
- May 22 (Wed.) ..... Sectional Semifinals
- May 24 (Fri.) ..... Sectional Finals
- May 25 (Sat.) ..... State Final Program Information due (Complete and Submit online in Schools Center)
- May 25 (Sat.) ..... Program Pictures uploaded in Schools Center (See instructions in Manual)
- May 28 (Tue.) ..... Super-Sectional
- May 29 (Wed.) ..... Up-to-Date Statistics Due to IHSA Office by 10:00 a.m.
- May 31 (Fri.) ..... State Final (Semifinal Games)
- June 1 (Sat.) ..... State Final (3rd Place & Title Games)

## BOYS LACROSSE

- May 8 (Wed.) ..... Schools Must Submit the **Season Summary Form** online in the IHSA Schools Center by 10:00 a.m.  
(View and/or Print Season Summary Forms)
- May 8 (Wed.) ..... Seeding form opens at 11:00 a.m.
- May 9 (Thurs.) ..... Submit seeds online in IHSA Schools Center by 12:00 noon
- May 10 (Fri.) ..... Pairings released at 4:00 p.m.
- May 15-18 (Wed.-Sat.) ..... Sectional Play-In
- May 20 (Mon.) ..... Sectional Quarterfinals
- May 22 (Wed.) ..... Sectional Semifinals
- May 24 (Fri.) ..... Sectional Finals
- May 25 (Sat.) ..... State Final Program Information due (Complete and Submit online in Schools Center)
- May 25 (Sat.) ..... Program Pictures uploaded in Schools Center (See instructions in Manual)
- May 28 (Tue.) ..... Super-Sectional
- May 29 (Wed.) ..... Up-to-Date Statistics Due to IHSA Office by 10:00 a.m.
- May 30 (Thurs.) ..... State Final (Semifinal Games)
- June 1 (Sat.) ..... State Final (3rd Place & Title Games)



## Girls Lacrosse School Information

### 1. Entries

All schools that entered Girls Lacrosse online by February 1 have been entered in this year's Girls Lacrosse Tournament Series. Schools entered in the State Series are responsible to adhere to all Terms and Conditions and all IHSA By-laws and Policies.

### 2. Top 15 Officials

All member schools with lacrosse programs need to submit their Top 15 list online in the Schools Center by April 1. The IHSA office will post assignments for the State series in the IHSA Schools Center no later than May 1.

### 3. Information for State Series Host Schools

- A. Coaches and Athletic Directors at all schools should read the 2023-24 Terms and Conditions for the Girls Lacrosse Tournament Series.
- B. If the facility allows, host schools will place team benches on the opposite side from the fans for all state series games. If this is not possible, the team benches should be at least 10 feet in front of the fan benches, and an Administrator from the host school must supervise the area at all times.
- C. *Single-Game Time Schedule: (For example, if the game begins at 6:00 pm)*
  - 5:20-Warm-up clock will start for 30-minute warm-up.
  - 5:50-When the warm-up clock strikes 0:00 teams return to benches.
  - 5:51-In order: begin Equipment Check, Sportsmanship Meeting, Coaches and Captain Meeting, Coin Toss, Team introductions and National Anthem.
  - 6:00-Game begins.

*Two-Game Time Schedule: (For example, if the first game begins at 4:00 pm)*

  - 3:20-Warm-up clock will start for 30-minute warm-up.
  - 3:50-When the warm-up clock strikes 0:00 teams return to benches.
  - 3:51- In order: begin Equipment Check, Sportsmanship Meeting, Coaches and Captain Meeting, Coin Toss, Team introductions and National Anthem.
  - 4:00-Game begins.
  - 5:30-Warm-up clock begins for second game, and host will follow same schedule, omitting National Anthem.
- D. Review the tie-breaker and suspended game procedures in the Terms and Conditions. **Note:** During the regular season and state series games, if a team is leading by 10 or more goals, the clock will continue to run after goals within the last two minutes of play in each half (no clock stop). If the difference becomes less than 10 goals, the stop clock is reinstated.
- E. Game balls for all levels of the State Tournament Series are being provided by Champro Sports. The IHSA will provide 48 Champro game balls for each Sectional site (16 per contest) and 16 Champro game balls for each Super-Sectional site. Only these designated Champro balls may be used.
- F. Officials must meet with ball holders prior to the start of a state series game.



## Girls Lacrosse Tie-Breaker Procedure

### RESOLUTION OF TIE GAMES

The overtime used in the Illinois High School Association tournament series shall follow the procedures as defined in the Girls US Lacrosse Handbook:

Play the regulation game and, if a tie exists:

- There will be a five (5) minute break between regulation and 1st overtime
- There will be a coin toss (called by the visiting captain) for choice of ends
- The alternate possession shall continue from regulation
- The winner will be decided by sudden victory – the team scoring the first goal wins
- The game will be restarted by a center draw
- Each overtime period will be no more than six minutes in length
  - The clock stops on every whistle
  - The clock will stop after three minutes of play in order for teams to change ends
    - There will be no delay for coaching during this stoppage
    - No substitutions may occur at this time
  - Second “half” of period will be restarted by a center draw
- If teams are still tied after six minutes have elapsed, the teams will have a three-minute rest and change ends
  - Substitutions may occur at this time
- Play will continue with “sudden-victory” stop-clock overtime periods of six minutes in length (two three-minute halves) with three minutes in between and change of ends until a winning goal is scored



## SEASON SUMMARY FORM INSTRUCTIONS/SEEDING INFORMATION

Schools entered into the IHSA State Series will be required to complete a *Season Summary Form* in the Schools Center.

### SEASON SUMMARY INSTRUCTIONS:

- Coaches will submit their contest results online using MaxPreps ONLY. (this can be updated throughout the season)
- Coaches will log into their School Center to complete the Season Summary form.
- On the "Coaches" link, please indicate your head and assistant coaches.
- On the "Comments" link, please verify your team's W-L record, and submit comments you would like to make regarding your season or seeding placement. Click on SAVE.

### SEEDING INSTRUCTIONS:

- The seed link opens up at 11:00 a.m. on May 8
- Log into your School Center, and access the "Seeding Form" in your Sport/Activity Tracker.
- Follow the instructions to seed your Sectional Complex
- A school shall not vote for their own team.
- The seeding deadline is 12:00 noon on May 9. Results will be posted by 4:00 p.m. on May 9.

---

### SEASON SUMMARY FORM DEADLINES:

*Girls & Boys*

10:00 A.M. - WEDNESDAY, MAY 8

### ONLINE SEEDING DEADLINES:

*Girls & Boys*

12:00P.M. - THURSDAY, MAY 9

---



# IHSA/MaxPreps Partnership FAQ

MaxPreps is the “Official Statistician and Media Partner” for the Illinois High School Association. The IHSA partnership with MaxPreps provides great opportunities to promote your team and players and enables the IHSA to efficiently manage regular-season game results for the IHSA Score Zone, post-season seeding summary forms, statistical leaderboards, state records, media publications, and more. In order to accurately manage these initiatives, all IHSA coaches are required to enter their scores into MaxPreps after each game. They are encouraged to enter statistics to be included on all IHSA stats leaderboards.

**1. What do coaches need to do?** Coaches need to enter their rosters and schedules at the start of each season, report scores immediately after each game and enter statistics to appear on statewide stats leaderboards.

**2. What do Athletic Directors need to do?** Athletic Directors need to communicate with coaches to keep their scores and other team information updated. While MaxPreps recommends coaches are responsible for their own team information, Athletic Directors can also control every single team page from their “School Administration” page on MaxPreps.

**3. How do I get started?** Coaches and Athletic Directors can [register here](#) by simply entering their email and following the prompts. If you are already a Max-Preps member, simply login in the top right corner using your current credentials.

**4. Does MaxPreps have an app?** Yes, the MaxPreps App allows coaches to update a score on their phone after the game. Coaches can also manage their schedule, stats, and roster. The free app can be downloaded by ADs, coaches, athletes, and parents from the [iTunes app store](#) and the [Google Play store](#).



**5. Is MaxPreps compatible with other stat programs?** Yes! In addition to MaxPreps’ own mobile, tablet, and desktop tools, MaxPreps is compatible with over 80 different stat companies across multiple sports. HUDL and GameChanger are both MaxPreps Partners. [Click here to see MaxPreps’ stat partners](#).

**6. Can coaches allow a team statistician or assistant coach to help manage their team information?** Yes! Once the coach has access to their team page, they can give other individuals access to their page to help keep their team information accurate and up-to-date. Fans, parents, communities, college athletic departments, and media outlets rely on this information.

**7. Can I send my information to the media after each game?** Yes, after scores and/or statistics are entered into MaxPreps, coaches may send that information to multiple media outlets at the same time. [Click here for instructions](#) on how to send boxscores and season statistics to media.

**8. How can fans participate with their teams?** Parents, fans, and/or team personnel can [provide live scoring updates](#) on their mobile devices during the game and post pictures, video

and chat with others. All scores/updates will be available statewide on the IHSA Scoreboards and sent to those who follow the team.

**9. Who can I contact with additional questions?** Coaches and ADs may contact MaxPreps state representative Eric Frantz at [efrantz@maxpreps.com](mailto:efrantz@maxpreps.com), or may direct questions to MaxPreps coach support

at [support@maxpreps.com](mailto:support@maxpreps.com), or 800-329-7324 x1.

MaxPreps also has a support website at [support.maxpreps.com](http://support.maxpreps.com) that can help answer specific questions such as how to enter scores, schedules, rosters, and stats, how to upload a team photo, how to sync with stat partners, etc.

MaxPreps and the IHSA are happy to provide this great partnership for member schools, coaches, student-athletes, and communities.

Thank you for your important role in making this partnership a success!



# Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

As your team moves closer to qualifying for the State Final Tournament, you will be required to complete the State Qualifier Data Form online which includes administrative staff, coaching history, season record, and roster. These forms provide the IHSA with the necessary team data printed in the State Final program.

Please submit this information to us by the following deadline:

**Saturday, May 25 (midnight)**

The link to the State Qualifier Data Form is located in your IHSA Schools Center.

- 1) Go to the main IHSA website ([www.ihsa.org](http://www.ihsa.org)) and click on the Schools Center link in the upper right corner.
- 2) Use your personal School ID and password to log in.
- 3) On the main menu of the Schools Center, click on the "Sport & Activity Tracker" box. (T)
- 4) Locate Boys Lacrosse and follow the row across until you find a link labeled "State Qualifier Data Form" in the column marked "Online Forms".
- 5) Click on the link and follow the instructions to fill out the required pages.

---

*All team and administrative photos must be uploaded through the School Center  
(instructions on the following page)*

---

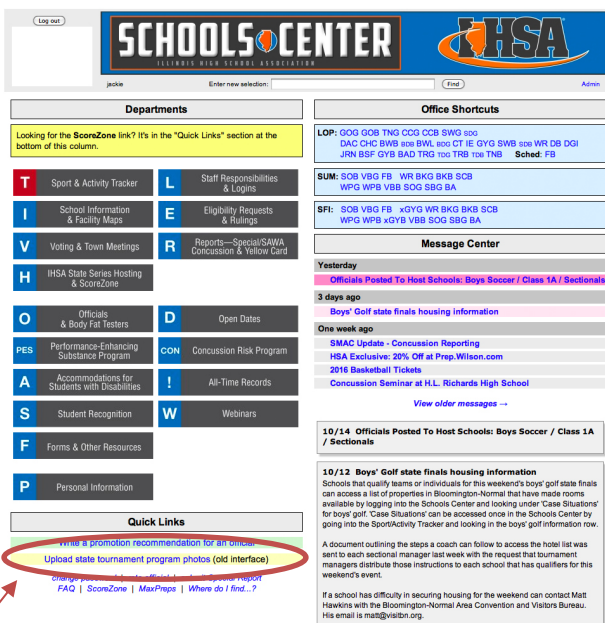
---

**\*\*REMINDER\*\***

***If your team qualifies for the Girls Lacrosse State Final Tournament, you must complete the Up-to-Date Statistics form which is included in this manual. Please fax this to the IHSA Office by 10:00 a.m. Wednesday, May 29.***

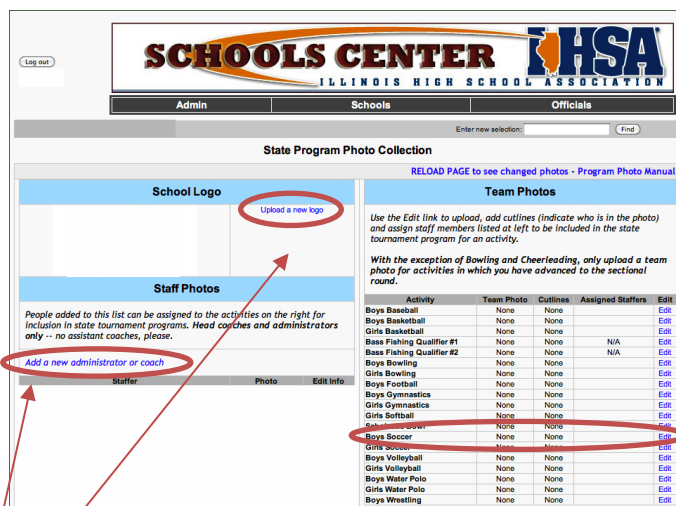
---

# INSTRUCTIONS FOR SUBMITTING PHOTOS



1. Sign into the Schools Center. Choose: Upload state tournament program photos here.  
NOTE: Only your administrative staff has access to this link.

Submit your photos by uploading them in the Schools Center.



2. Upload the School logo in .jpg format.
3. Add administrators and coaches. Choose: Add a new administrator or coach. You will want to do this before adding team photos. (If your sport/activity does not include administrators or coaches in the program, you can skip this step and start uploading your team photo.) Follow the step-by-step instructions, making sure that you **save the photos and information**. Do not use all capital letters.
4. Upload your team photo. Choose The Edit button that corresponds with your sport/activity.
  - a. Following the instructions upload your team photo. **Save changes**.
  - b. Assign staff members. Use the pull-down menus to assign staff members to be included in this program. **Save changes to staff assignments**. (If no administrators or coaches are included in the program, you can skip this step.)
  - c. Add your cutlines. List individuals (first and last name) in each row. Do not use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. **Save changes to cutlines**.
5. Go to School Photos Menu. Check to make sure you have included all photos and cutlines for this sport/activity. If everything is correct, you can exit the Schools Center. Make sure that you have completed all other state final information for the program.

Photos are due by Midnight, Saturday, May 25, 2024  
If you have any questions, please call **Carol Carr**  
– 309-663-6377 or email [ccarr@ihsa.org](mailto:ccarr@ihsa.org)



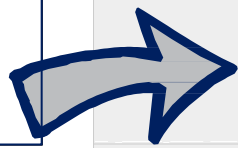
# ScoreZone Reporting Procedures

Managers: Please read the following page carefully. If you have any questions, please call Emma Carstens at the IHSA Office (309-663-6377).

**How to Submit ScoreZone Final Scores**

1. Log on to the IHSA Schools Center using your Login ID and password (www.ihsa.org).
2. Look for the "IHSA State Series Hosting & ScoreZone" icon. Click on the "ScoreZone" link. You will be shown a list of state series contests hosted by your school.
3. Find the game you want and click on "Edit".
4. Fill out the score and other appropriate information and click the button labeled "FINAL" to submit.

Please note: Your score must be submitted online. It will appear on the ScoreZone page moments after you submit it.



A sample of the page in the IHSA Schools Center where you will submit Volleyball scores.

### It is the responsibility of each tournament manager to:

- Submit the final score of each contest you host.
- Submit the final score as soon as possible after the conclusion of each contest.

**For more information, check out the ScoreZone page at [www.ihsa.org/scores](http://www.ihsa.org/scores)**

**Interactive ScoreZone means live updates!**

Submitting scores online means being able to submit scores during the contest. Imagine being able to track scores from dozens of hot games around the state — as they happen. The technology is here. All we need now is your help.

**How to Submit "Live Updates"**

1. Log on to the IHSA Schools Center and find the contest you want to report (as outlined above).
2. Submit the score and the status of the contest (the inning, or the time remaining in the quarter or the half).
3. Submit the score as often as you like (including, of course, the final score).

Think it's a great idea, but need help? Remember, you can give the ScoreZone password to a trusted student or adult. The ScoreZone password gives access only to the ScoreZone area of the Schools Center. Live updates can be posted from the site of the contest, or even from home while listening to the radio.

No obligation: You are not required to submit "live updates" — but you just might want to!





# Lacrosse Up-to-Date Statistics

(Submit through Super-Sectional Tournament if you are a state qualifier)

Illinois High School Association  
 2715 McGraw Dr., Bloomington, IL 61704  
 Phone: 309-663-6377  
 Fax: 309-663-7479

The fields in this form will accept a cursor and can be filled out prior to printing.

**Coach: Please fill out this form as thoroughly as possible and fax it to the IHSA Office at 309-663-7479 by 10:00 a.m. Wednesday, May 29, 2024. If your school does not keep statistics in a given category, please indicate so on the form.**

School Name   
 Head Coach

Boys     Girls

List numerically from smallest number to largest number. Please use the same listing as on the Roster page of the Team Data.

Uniform Number	PLAYERS (First and Last Name)	No. of Games Played	Shots Attempted	Goals Scored	Assists	Ground Balls

Uniform Number	GOALKEEPERS (First and Last Name)	No. of Games Played	Goals Against	Goals Against Average	Saves

## 2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

**TOURNAMENT HOSTS: DO NOT USE THIS FORM.** An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- 1.) Please print and complete this form with Official Representative Signature.
- 2.) Please fax or email completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) From this form, an invoice will be generated and emailed back to the school email address supplied

This form is to be used only if the school is purchasing awards for one of the following reasons (check one):

<input type="checkbox"/> Team Roster Exceeds the number allowed in the T&C's <input type="checkbox"/> Dual Campus <input type="checkbox"/> Broken-Replacement	<input type="checkbox"/> Coop School <input type="checkbox"/> Lost-Replacement <input type="checkbox"/> State Awards: Music Sweepstakes
---	---

Sport or Activity: \_\_\_\_\_ Year: \_\_\_\_\_ Qty.: \_\_\_\_\_ Place: \_\_\_\_\_

Gender:     Girls     Boys     Co-Ed

Classification:

1A    2A    3A    4A    5A    6A    7A    8A    No Classification  
 A    AA    MUSIC SWEEPSTAKES ONLY (Indicate Classification: AA, A, B, C, D)

Level of Competition:     Regional     Sectional     Super-Sectional     State

1-5 (\$6.00)     6-12 (\$9.00)     13-24 (\$12.00)     25-above (\$14.00)

---

**Type of Award:**

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <input type="checkbox"/> Sweepstakes Medallion	<input type="checkbox"/> Badminton Gold Shuttlecock and/or Riser <input type="checkbox"/> Laser Trophy Plate <input type="checkbox"/> Replacement Trophy Plate w/o lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement
--	--

**Ind. Event Medals** (indicate Event name): \_\_\_\_\_  
(ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

**Ordered By (Print):** \_\_\_\_\_

**Job Title:**     Principal     A.D.     Off. Rep.     Coach

**School Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Official Representative Name (Printed):** \_\_\_\_\_

**Official Representative Signature:** \_\_\_\_\_



## 2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

**TOURNAMENT HOSTS: DO NOT USE THIS FORM.** An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- ◆ Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.
- ◆ **Invoice must accompany payment!** The awards company refers to the invoice to process IHSA approved orders.
- ◆ Duplicate/Replacement Awards will only be shipped to the school.
- ◆ Duplicate Awards Orders must be approved by the School's Official Representative
- ◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

### Contact A&M direct for pricing and availability: 2008-2017 Figure and Plate Replacement Pricing:

- |   |   |
|---|---|
| ◆ Gold State Champion-top figure (#1)   | ◆ Gold State 3rd/4th Place-top figure (#1)                            |
| ◆ Gold State Champion-side figure (#1)  | ◆ State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2)  |
| ◆ Gold State Runner-up-top figure (#1)  | ◆ Gold Girls Soccer-side figure 3 <sup>rd</sup> /4 <sup>th</sup> (#3) |
| ◆ Gold State Runner-up-side figure (#1) | ◆ Gold Music Lyre-side figure 3rd (#3)                                |

### Pricing for Schools (*INCLUDING MUSIC SWEEPSTAKES*) Shipping not included:

<b>Finish</b>	<b>State Medallion</b>	<b>Reg./Sect Medal</b>
Goldtone (1 <sup>st</sup> )	\$4.50	\$3.75
Nickel Silver (2 <sup>nd</sup> )	\$4.50	\$3.75
Copper (3 <sup>rd</sup> & 4 <sup>th</sup> )	\$4.50	\$3.75

### State Medallions and Reg./Sect. Medal Shipping Costs:

1-5 = \$6.00  
6-12 = \$9.00  
13-24 = \$12.00  
25-above = \$14.00

### Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$85.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$110.00
Third/Fourth place trophy (AM-558)	\$210.00
Champion/Runner-Up (AM-557/AM-557-1)	\$220.00

### Plate Replacement Pricing:

Lasering charge for State Final Trophy Plate	\$30.00, plus \$15.00 shipping
Replacement Black Plate for SF Trophy w/o lasering	\$12.00, plus \$15.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurines	\$16.00, plus \$15.00 shipping



# IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

*Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate*



**Sport** \_\_\_\_\_

**School** \_\_\_\_\_

**Off. Rep./A.D.** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **City/Zip** \_\_\_\_\_

**Method of Payment:** **Check Number:** \_\_\_\_\_ **Purchase Order No. (if necessary):** \_\_\_\_\_

Description	Gender (check one)		Place: Champion; Runner-up; Third; Fourth Place	Year Trophy Was Won	Qty.	Price per Item	Amount
	Girls	Boys Coed					
11"x8" Walnut Trophy						\$75.00 ea.	
Number of Name Personalization's	Use Spaces Below for each name personalization					\$ 5.00 ea.	
						<b>Order Total</b>	

**A&M Products**  
**Contact:** Andy Austin  
**Address:** 575 Elm Place, P.O. Box 266  
 Princeton, IL 61356  
**Phone:** (815) 875-2667  
**Fax:** (815) 879-0400

Please make copies of the second page for additional personalization's.

# IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

*Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate*



<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	
<b>Name to Appear on Base Plate</b>	

**A&M Products**  
 Contact: Andy Austin  
 Address: 575 Elm Place, P.O. Box 266  
 Princeton, IL 61356  
 Phone: (815) 875-2667  
 Fax: (815) 879-0400

Please make copies of the second page for additional personalization's.

# **Manager Information**

**IHSA Manual for  
Schools & Managers**





Thank you for your willingness to host a 2024 IHSA Girls Lacrosse Tournament at your school. Your cooperation and assistance during this tournament series is greatly appreciated. PLEASE DOWNLOAD AND READ THE TERMS AND CONDITIONS and have it available at the matches.

This manual contains information for the management and conduct of the Girls Lacrosse Tournament, which has been assigned to your school. PLEASE CAREFULLY CHECK THE DEADLINE DATES OF REPORTS THAT YOU ARE RESPONSIBLE FOR.

### Financial Information (Sectional/Super-Sectional Manager):

#### Officials Fees:

- 1. Sectional games:** Each official will be paid a fee of \$81.00 per game worked.
- 2. Super-Sectional games:** Each official will be paid a fee of \$110.00 per game worked.

**NOTE:** Host school shall pay for all local expenses.

**Admission Prices:** The following State Series ticket prices have been set by the IHSA Board of Directors. **A baby in arms is free at all rounds of the State Series.** Pricing for all other individuals is as follows:

#### **SECTIONAL**

Play-In: host site may choose to charge & retain gate at \$5 per ticket or less

QF/Semis/Finals Digital Ticket: \$6 per day

QF/Semis/Finals Cash Ticket: \$7 per day

#### **SUPER-SECTIONAL**

Digital Ticket: \$7 per day, Cash Ticket: \$8 per day

#### **STATE FINALS**

Digital Ticket: \$10, Cash Ticket: \$11

**Digital Tickets:** Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional, Super-Sectional, and State Final levels of the State Series. Any exceptions must be approved by the IHSA Office.

**Sectional Play-In and Quarterfinal Games:** The Play-In and Quarterfinal games of the Sectional tournament are financially independent. The host school shall pay all local expenses. If admission is charged the host school will receive 100 percent of the gate receipts. The IHSA will pay the officials through ArbiterPay.

**Sectional, Semifinal & Final Games:** The host school shall pay all local expenses. The host shall receive a guarantee of \$450 and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee. The IHSA will pay the officials through ArbiterPay.

**Super-Sectional Games:** The host school shall pay for all local expenses. The host shall receive a guarantee of \$225 (\$400 if hosting two games) and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee. The IHSA will pay the officials through ArbiterPay.

### Lacrosse Balls (Sectional/Super-Sectional Manager):

Balls for all levels of the State Tournament Series are being provided by CHAMPRO Sports, and only CHAMPRO balls may be used.

### Officials for Sectional/Super-Sectional games:

1. Two (2) officials will be appointed by the IHSA Office for each Sectional Play-In game.
2. Two (2) officials will be appointed by the IHSA Office for each Sectional Quarterfinal game.
3. Three (3) officials will be appointed by the IHSA Office for each Sectional Semifinal and Final game.
4. Three (3) officials will be appointed by the IHSA Office for each Super-Sectional game.

See the 2024 Girls Lacrosse Manual for Schools and Managers regarding the "IHSA ScoreZone Reporting Procedures" required of all hosts.

Please direct all inquiries concerning the IHSA Girls Lacrosse Tournament Series to Susie Knoblauch, Asst. Executive Director at the IHSA Office: (309) 663-6377.



## Guidelines for Management of an IHSA Lacrosse Sectional/Super-Sectional Game

- 1) If the facility allows, host schools will place team benches on the opposite side from the fans for all state series games. If this is not possible, the team benches should be a minimum of 10 feet in front of the fan benches and an administrator from the host school must be supervising the area at all times.
- 2) The host school will attempt to provide proper playing conditions as follows:
  - a. Field grass cut
  - b. Freshly painted markings;
  - c. Litter removed; and
  - d. Recommended maintenance between games (rolling, watering)
- 3) The host school will provide an adult scorer and timer at the scorer's table at mid-field. A means of communication (field phones, walkie talkies, etc.) should be available for use between the scorer's table and the announcer's location in the press box.
- 4) The host school will be prepared to provide suitable staff to escort officials and/or participating team members away from the playing area to a secure area after the conclusion of the game.
- 5) The host school will provide two or three lower level lacrosse players or students to shag balls and replace them on the end lines.
- 6) The IHSA will furnish CHAMPRO game balls for Sectionals and CHAMPRO game balls for Super-Sectionals, which shall be approved by the game referees at the Sectional and Super-Sectional sites designated by the IHSA office.
- 7) The host school will provide concession stands.
- 8) Host school will notify competing schools if an Athletic Trainer will be available.
- 9) The host school will provide parking facilities for team buses and communicate such provisions to participating teams prior to team arrivals. The host school will provide adequate fan parking facilities and, if needed, traffic control.
- 10) The host school will provide locker room facilities and indoor facilities for half-time use by both participating teams if they desire to use them.
- 11) The host school will provide programs with accurate team rosters to include the following information:
  - a. Players' names;
  - b. Players' numbers;
  - c. Players' year in school;
  - d. Players' positions;
  - e. Tournament schedule;
  - f. IHSA Sportsmanship statement

**NOTE: Players in Team Uniform: In each of the tournaments, teams shall have a maximum of thirty (30) players in uniform. The thirty (30) players shall be the ones designated in (a) above. A maximum of thirty-five (35) persons from a school may be on the field and/or team bench.**
- 12) The host school will provide a public address announcer who is familiar with the game of lacrosse, the officials' calls, and the correct pronunciation of players' names.
  - a. Before the game, the announcer will introduce players one at a time alternating between teams.
  - b. Team introductions should conclude with a formal recognition of the United States flag and national anthem.
  - c. Pre-game announcements will also include the names of coaches, officials, and the win-loss record of the participating teams.
  - d. Additional PA Announcements are at the end of this manual.
  - e. During the game, the announcer will announce substitutions and officials' calls as signaled.

**Reminder to PA Announcer:** Please do not make any announcements during the officials' pre-game meeting with the teams.
- 13) Participating schools may bring a band that should be invited to perform at halftime. Performing band members who are in uniform should be admitted free to the game.

If live music is not available, appropriate pre-game and half-time recorded music should be provided.
- 14) The host school will admit participating schools' cheerleaders and/or dance/pom pom squad members without charge if they are in uniform. Dance/pom pom squads may be invited to perform at half-time if bands do not perform.

The number of cheerleaders permitted to cheer for the State Finals shall be the same number that has cheered since the first game of the state series.
- 15) Award arrangements: The host school will provide arrangements for an awards presentation ceremony at the conclusion of the Sectional championship and Super-Sectional championship games.





# Sectional and Super-Sectional Manager Checklist

## FACILITIES

### \_\_\_ SEATING

If facility allows, host schools will place team benches on the opposite side from the fans for all state series games. If it is not possible for the teams to be opposite the fans, the team benches should be 10 feet in front of the fan benches and an administrator from the host school must be supervising the area at all times. There should be enough seats to accommodate fans. The IHSA recommends that the first couple rows be reserved for handicap or senior citizens.

### \_\_\_ ENTRANCES AND EXITS

All entrances and exits controlled

### \_\_\_ TRAFFIC PATTERNS

Plan for teams going in and out of field area

### \_\_\_ PARKING

Provide adequate parking for fans; all handicap and safety areas reserved and not blocked off; adequate lighting in parking lot; parking lot patrolled

### \_\_\_ EQUIPMENT

Check fields, goals, CHAMPRO lacrosse balls, scoreboard, PA, American Flag

### \_\_\_ AWARDS

Have team awards and ceremony in place

## SUPERVISORY STAFF

### \_\_\_ WORKERS

Hire enough people to cover the event  
Train and assign specific jobs  
Sections of the stands and field assigned for crowd control supervisors  
Workers easily identifiable

### \_\_\_ COMMUNICATION

Key people with walkie-talkies/mobile phones

### \_\_\_ BENCH

Scorekeepers, scoreboard operators, timer, and announcer

### \_\_\_ BALL HOLDERS

Designate 2-3 lower level lacrosse players to shag and replace extra balls on end lines.



## SPORTS INFORMATION

- \_\_\_ **PRESS AREA**  
Set up area for reporting, making copies and interviews
- \_\_\_ **PHOTOGRAPHER AREA**  
Set up area for local photographers
- \_\_\_ **TEAM ROSTERS**  
Collect team rosters, pictures or other pertinent information for program

## PARTICIPANTS

- \_\_\_ **RIVALRIES**  
Determine if there are any long standing rivalries  
Find out if there are any past incidents between teams
- \_\_\_ **VISITOR SECURITY**  
Identify yourself to the supervisor of each visiting school
- \_\_\_ **SUPPORT ACTIVITIES**  
Find out which school bands will be attending
- \_\_\_ **PRESSURE**  
Note level of importance of your game
- \_\_\_ **SPECTATORS**  
Note reputation of each competing school's crowd.

## OFFICIALS

- \_\_\_ Confirmation from IHSA of Officials assigned
- \_\_\_ Locker room assigned for officials

## CONCESSION

- \_\_\_ Coordinate workers, what will be sold, and where garbage cans will be placed

## SIGNAGE

- \_\_\_ **AWARENESS**  
Use announcers, backs of tickets, signs, messages in the program to print rules of the home field including no alcohol, tobacco and expectations of sportsmanship
- \_\_\_ **POST SIGNS**  
Ticket Prices, Restrooms, Parking, Concession, Sportsmanship and fan seating

## TRAINER

- \_\_\_ Determine time schedule and access to services



### FIELD AND STANDS

- \_\_\_ CHAMPRO Lacrosse Balls
- \_\_\_ Goals
- \_\_\_ Team benches – Set up on the opposite side from the fan seating if possible
- \_\_\_ Scorers bench
- \_\_\_ Scorebooks
- \_\_\_ PA materials
- \_\_\_ Scoreboard operator
- \_\_\_ Bleachers and Handicap seating identified
- \_\_\_ Water for teams and officials
- \_\_\_ Set-up for ticket takers and sellers
- \_\_\_ Officials
  - Determine if officials will be announced
  - One person assigned to escort officials on and off field
  - Identify the administrator in charge to the officials
- \_\_\_ PA Announcers
  - All introductions, music, and commentary are to be presented in a team-neutral manner

### SUGGESTED GAMEDAY SCHEDULE

Below is a suggested gameday timeline schedule. However, hosts are free to use their own schedule as site/facility dictates as long as it is communicated to competing schools in advance.

#### BOYS

Minutes Before Game...	Action
38	Open half of the field to each competing team (run clock from 30:00)
28	Officials meet with coaches for equipment certification (20:00 on clock)
18	Officials meet with captains at midfield (10:00 on clock)
8	PA Intros: Coaches, Reserves, Starters
3	National Anthem
1	Teams to sidelines for final instructions (PA introduces officials)
0	Game Starts

#### GIRLS

Minutes Before Game...	Action
40	Open half of the field to each competing team (run clock from 30:00)
15	Captain/Coach Meeting with officials at midfield (5:00 on clock)
10	30-minute warm-up ends, teams to sideline
10	Officials conduct stick checks
8	PA Intros: Coaches, Reserves, Starters
3	National Anthem
1	Teams to sidelines for final instructions (PA introduces officials)
0	Game Starts

- \_\_\_ Hand out plaque (*fans are not allowed on the field post game; please inform competing schools prior to and during the game*)
- \_\_\_ Remind winning coaches to complete the State Qualifier Data form online in the Schools Center and upload photos for the State Final Program
- \_\_\_ Submit ScoreZone results online
- \_\_\_ Complete Financial Report online (located in the Hosting area of the Schools Center)



## IHSA State Series Press Box Priority List

IHSA State Series hosts that utilize a Press Box for its contests will need to follow the IHSA State Series Press Box Priority List Policy (Policy 37-C-1) for postseason contests, including football playoff games. This procedure was passed by the IHSA Board of Directors via a recommendation from the IHSA News Media Advisory Committee.

The order below is the preference that should be given when allowing entry and seating to the Press Box for IHSA postseason contests, including football playoff games:

### IHSA Press Box Priority List

1. Official Timer
2. Scoreboard Operator
3. Public Address Announcer
4. Public Address Spotter
5. Official Scorer/Statistician (if applicable. One spot per team for football playoff games)
6. Coaches
7. IHSA Broadcast
8. School broadcast
9. Home/Visiting Radio (priority given to season-long coverage or # of games covered, 2 individuals per station unless space allows for more)
10. Other Television/Internet Streaming (if approved by IHSA/host)
11. Other radio (2 individuals per station unless space allows for more)
12. Print Media
13. VIPs, fans, boosters, parents, etc.

\*If space cannot be provided for home/visiting radio, all efforts should be made to accommodate space in the bleachers or in another area with optimal sightlines.

\*\*Special areas adjacent or connected to the press box that have been built or functioned specifically as seating for booster clubs or other fans can continue to be used as such. An area in the working press box cannot be designated as a booster/fan area if all of the other members of the Press Box Priority List have not yet been accommodated.

\*\*\*The IHSA Press Box Priority List is not applicable for regular-season contests.

Please Contact IHSA Media Relations liaison Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) with any questions



## Boys/Girls Lacrosse Required Use of the CHAMPRO Lacrosse Ball

The CHAMPRO balls referenced below are required to be used in all Boys and Girls Lacrosse state series games. There can be no substitution of a ball manufactured by another company, nor can you substitute another legal (one which displays the registered NFHS mark) CHAMPRO ball. If the designated supply has been exhausted, you must use the designated CHAMPRO ball and obtain it locally.

The IHSAA Official Ball Game Plan for Boys and Girls Lacrosse is reproduced below. If you have any questions regarding "official ball" use, please contact the IHSAA Office.

---

### Boys:

*CHAMPRO Sports LBNW (white)*

### Girls:

*CHAMPRO Sports LBNGO (gold)*

---



The following announcements should be used during IHSA competitions. Host schools can also add any local announcements regarding concessions, IHSA licensed vendors, etc...

### GENERAL VENUE/SAFETY/GAME MANAGEMENT PA'S

□ (ANNOUNCE BEFORE THE START OF THE GAME/SESSION)

To help insure the safest and most comfortable atmosphere the host event staff will diligently maintain established security procedures and activities. This will require complete cooperation by all competing teams, contest officials, and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.

□ (ANNOUNCE BEFORE EACH GAME/SESSION)

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the IHSA State Series Contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Event staff will enforce this policy rigorously.

□ (ANNOUNCE SEVERAL TIMES BEFORE THE START OF EACH SESSION AND DURING THE FIRST FEW MINUTES OF EACH GAME EACH DAY)

A digital version of the official state final tournament program is available online and accessible from your phone at [IHSA.org/StatePrograms](http://IHSA.org/StatePrograms). From this site, you can also choose to purchase a hard copy souvenir program from PIP Printing to be delivered directly to your home. The state final program features rosters, stats, history, and more!

### IHSA MISSION PA'S

□ (ANNOUNCE ONCE EACH DAY AND AS NEEDED)

Participation in interscholastic activities generates values that make student-athletes better citizens. Parents, coaches, and officials can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA. The Future Plays Here!

□ (ANNOUNCE ONCE EACH DAY AND AS NEEDED)

For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools and their communities through competition in I-H-S-A sports and activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in school programs are taught valuable life lessons that will help make them better citizens. Thank you for your attendance here today, and for helping encourage and support high school participation. The Future Plays Here!

□ (ANNOUNCE ONCE EACH DAY AND AS NEEDED)

IHSA State Final events are celebrated by schools, competitors, coaches, communities and fans alike each year, and rightly so. But it is also important to remember that only a small percentage of IHSA participants reach this level of competition. The IHSA exists to foster participation opportunities that will develop and instill positive characteristics that will stay with students long after high school. The Future Plays Here!



- ☐ (ANNOUNCE ONCE EACH DAY AND AS NEEDED)

The Illinois High School Association isn't just about sports. The IHSA is proud to be one of the few state high school associations in the country to also offer activities, including Bass Fishing, Chess, Debate, Drama, Speech, Music and Scholastic Bowl. The IHSA wants to create participation opportunities for ALL high school students, so contact them to learn more about how you can participate. The Future Plays Here!
- ☐ (ANNOUNCE ONCE EACH DAY AND AS NEEDED)

The IHSA believes in inclusion and is proud to partner with Special Olympics Illinois to promote unified sports at all IHSA member schools. Contact the IHSA to find out how your school can become a Unified Champion School!
- ☐ (ANNOUNCE ONCE EACH DAY AND AS NEEDED)

The IHSA is proud to offer participation opportunities for ALL high school students in Illinois. In addition to offering a State Series in nearly 40 sports and activities, the IHSA also conducts state tournaments for athletes with disabilities in basketball, bowling, swimming, and track. Contact the IHSA to learn more about how you can participate.
- ☐ (ANNOUNCE BEFORE THE START OF EACH GAME OR SESSION)

The IHSA celebrated the 50th anniversary of Title IX (9) throughout the 2021-22 school year. This landmark law has led to a movement here in Illinois, where more than 140,000 female athletes now compete annually in 18 IHSA sports. Despite all the strides we have made, we still lack of female coaches and officials in the high school ranks. Consider getting involved as a coach or official by visiting IHSA.org.

## SPORTSMANSHIP/SAFETY

- ☐ (READ PRIOR TO START OF EACH CONTEST)

The IHSA reminds you of the importance of good sportsmanship at all athletic events. Competing in a safe environment is a tenet of all IHSA events and a right owed to every student. Hate speech or harassment of any kind will not be permitted at this event. Any competitors and spectators identified as using hate speech will be removed from this event and suspended from future events.
- ☐ (ANNOUNCE AS NEEDED)

All spectators, players, coaches and officials are expected to promote the ideals of good sportsmanship. Adults are reminded that their behavior is a reflection of their school community and has an impact on the youngest fans in attendance. Let's all be active participants in creating a positive atmosphere and a memorable high school experience for all of our players at today/tonight's contest by cheering for your team and being a good neighbor to your opponent. Thank you!
- ☐ (READ PRIOR TO START OF EACH CONTEST)

Fans, please take note of the location of available AEDs at the venue. It would be a life-saving tool in the event of cardiac arrest. (If known) You can find AEDs located at \_\_\_\_\_
- ☐ (ANNOUNCE ONCE EACH DAY AND AS NEEDED)

Over 30 sports. Over 350,000 competing student-athletes. And one goal...Player safety. From athlete acclimatization plans to pitch limits to concussion legislation, the IHSA and its Sports Medicine Advisory Committee have been, and will remain, on the forefront of student-athlete safety.



- (ANNOUNCE ONCE EACH DAY AND AS NEEDED)  
Over 30 sports. Over 350,000 competing student-athletes. And one goal...Player safety. From athlete acclimatization plans to pitch limits to concussion legislation, the IHSA and its Sports Medicine Advisory Committee have been, and will remain, on the forefront of student-athlete safety.
  
- (ANNOUNCE ONCE EACH DAY AND AS NEEDED)  
Thank you for joining us for today's state final contest. The IHSA believes that high school athletics bring tremendous value to student-athletes, their schools and their communities. The IHSA is committed to ensuring that all those involved in high school athletics are educated on and equipped to address player safety concerns.
  
- (ANNOUNCE ONCE EACH DAY AND AS NEEDED)  
Interscholastic athletics are an extension of the educational process, and the athletic field is the coach's classroom. Remember Do What's Right! Add A. Tude is for everyone.
  
- (ANNOUNCE BEFORE GAME/MATCH/CONTEST/RACE)  
"The IHSA would like to recognize the Illinois Athletic Trainers Association for their dedication and commitment to IHSA sports. Athletic Trainers are Certified and Licensed Healthcare professionals that provide the utmost compassion and care for Illinois High School athletes. There are over 1600 Certified Athletic Trainers throughout Illinois, and they are devoted in keeping student athletes safe from injuries. For more information about Athletic Training, please visit [Illinoisathletictrainers.org](http://Illinoisathletictrainers.org) . Certified Athletic Trainers are HealthCare!"
  
- (ANNOUNCE TWO OF READS BELOW PER DAY – PICK ATHLETE/SPORT SPECIFIC TO EVENT IF APPLICABLE)
  1. Did you know that before Andre Iguodala (e-gu-doll-a) was an NBA Finals MVP and world champion with the Golden State Warriors, he was an all-state track & field athlete at Lanphier (lan-fear) High school in Springfield? With overuse injuries on the rise, it's a good reminder that special athletes don't always have to specialize in one sport. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!
  
  2. Did you know that before Allie Quigley starred for the WNBA's Chicago Sky, she led Joliet Catholic Academy to an IHSA Volleyball State Championship and played on the school softball team? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!
  
  3. Did you know that before Conor Dwyer teamed with Michael Phelps to win a gold medal at the Olympic games in Rio, the Loyola Academy alum participated in four sports for the Ramblers? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!





- 4. Did you know that before Michael Herмосillo (her-mo-SEE-yo) reached the big leagues with the Chicago Cubs, he was a three-sport star in baseball, basketball, and football at Ottawa Township High School? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!
- 5. Did you know that before LaQuon Treadwell was a first round NFL draft pick, he was a two-sport star at Crete-Monee High School in basketball and football? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

## SPONSORS

- (ANNOUNCE ONCE PER DAY)  
COUNTRY Financial wishes the best of luck to all the athletes here today. The passion and dedication these athletes show for their sport is the same as the passion and dedication our financial representatives provide for their clients.
- (ANNOUNCE ONCE PER DAY)  
At COUNTRY Financial®, we provide our clients with the same passion and dedication these outstanding athletes put into their sport. Visit COUNTRYFinancial.com to see how we can help with your insurance and financial needs.
- (ANNOUNCE ONCE PER DAY)  
At COUNTRY Financial® we're proud to support the exceptional athletes here today. To solve the big challenges of tomorrow, start with simple steps today. So whether you're protecting your first home, saving for your child's future or preparing for retirement – don't get overwhelmed, get started. Contact your local COUNTRY Financial representative today to find out how we can help you protect what matters most.
- (ANNOUNCE SEVERAL TIMES PER SESSION)  
The official I-H-S-A State Final merchandise is on sale here at (\_\_\_ facility name\_\_\_). Fans may choose from T-shirts, sweatshirts, shorts, hats, and a variety of State Final Apparel. Stop by the Minerva Promotions Official IHSA State Final Souvenir booth to shop for your favorite items, or skip the line and buy online at [www.ihsastate.com](http://www.ihsastate.com).
- (ANNOUNCE NEAR END OF GAME/EVENT ON FRIDAY IN SPORTS BELOW)  
Your phone is your ticket for most IHSA postseason events on GoFan, the official digital ticketing partner of the IHSA. Be sure to download the GoFan app or visit GoFan.co (.co not .com) to get tickets to IHSA action!
- (ANNOUNCE AT START AND END OF GAME/SESSION) - LONGER VERSION BELOW, PICK ONE  
The Illinois High School association is proud to use products from Wilson Sporting Goods. For athletes to perform their best, they require the best, and that's what Wilson has delivered for over one-hundred years. Learn more at [Wilson.com](http://Wilson.com)
- (ANNOUNCE BEFORE THE START OF EACH GAME/MATCH/CONTEST) - SHORTER VERSION ABOVE, PICK ONE  
The Illinois High School Association is proud to use Wilson. For athletes to perform their best, they require their best. For over 100 years, that's what Wilson has delivered. Wilson is the official ball of the



NFL, NBA, NCAA AND AVP. From cutting-edge innovations, to the latest advancements in material and design, Wilson helps youth, high school, college, and professional athletes win more games than any other brand. Learn more at [Wilson.com](http://Wilson.com)

- (ANNOUNCE BEFORE GAME/MATCH/CONTEST/RACE)  
Visual Image Photography is the official photography service authorized to provide fans attending IHSA state finals with action and award photographs of the participants. You can view all the great photos from this weekend's tournament by visiting their web site. Just go to [www.V-I-P-I-S.com](http://www.V-I-P-I-S.com).
- (ANNOUNCE ONE PER DAY)
  1. Gatorade is Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.
  2. Gatorade. For athletes who move the game forward, we're creating the fuel to do the same. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.
  3. Gatorade. For athletes who move the game forward, we're creating the fuel to do the same. Innovating beyond hydration to create the future of sports fuel. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.

## IHSA INITIATIVES

- (ANNOUNCE THROUGHOUT THE DAY)  
[www.ihsa.org](http://www.ihsa.org) is the address for the IHSA. Check it out anytime you want to find out immediately what's happening with high school sports & activities throughout Illinois. IHSA.org is your home for schedules, scores and more!
- (ANNOUNCE ONCE PER DAY)  
Did you know that the IHSA annually honors 26 of the best and brightest students in the state with its All-State Academic Team? The event not only provides recognition through a celebratory banquet, but it is also a great accolade for students when applying for college scholarships and jobs. Contact the IHSA for more information on how to nominate a current high school senior.
- (ANNOUNCE ONCE PER DAY)  
Doctor, Scientist, Hollywood Producer and Foreign Affairs Officer for the State Department's European Bureau are just few of the awesome careers that recent IHSA All-State Academic Team members have gone on to become. Nominate the best and brightest seniors from your high school for this amazing award by contacting the IHSA.
- (ANNOUNCE ONCE EACH GAME, UNLESS THERE IS A LACK OF STUDENT SECTIONS)  
Attention student sections...it's time for you to get recognized for being loud and proud. The IHSA Student Advisory Committee is holding its annual Student Section Showdown right now to crown the two best student sections in the state based on sportsmanship and spirit. To compete, all you need to do is submit a video of your student section in action. Click the Student Section Showdown button on the front page of [IHSA.org](http://IHSA.org) for more information.



- (ANNOUNCE THROUGHOUT THE DAY)  
Attention fans, it's time for you to make the call!...No, this isn't an in-game promotion, it's time for you to get involved as an IHSA official, and literally start making the calls. Contact the IHSA today so we can walk you through the steps for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love.
- (ANNOUNCE THROUGHOUT THE DAY)  
Think you know the game as well as the officials on the \_\_\_\_\_ (field, court, deck, etc.). Prove it to yourself by becoming an IHSA official. Contact the IHSA today so we can walk you through the process for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love.

## BROADCAST

- (ANNOUNCE TWICE PER DAY)  
The N F H S Network is your home to watch high school sports live on the internet. If you can't make it to the big game, including IHSA State Championships, then stream it live on your phone, tablet or TV via the Apple TV app. The N F H S Network...High School Happens Here.
- (ANNOUNCE ONCE PER GAME IF GAME IS STREAMING LIVE)  
The N F H S Network is streaming this game live at NFHSNetwork.com so text or call friends and family who aren't here and invite them to watch. Just log on to NFHSNetwork.com, setup account and watch live on phone, tablet, computer or TV via the Apple TV app. The N F H S Network...High School Happens Here.
- (ANNOUNCE SEVERAL TIMES EACH SESSION)  
Looking to match this event on-26? Visit NFHSNetwork.com to order and download a digital copy any time. The IHSA.TV broadcast of every (game/match/event/contest) from the 2022-23 IHSA \_\_\_\_\_(insert sport) State Finals is available at NFHSNetwork.com.
- (ANNOUNCE THROUGHOUT THE DAY)  
Do you love reliving great moments in IHSA history? Then the IHSA Archives YouTube page is for you. Visit YouTube.com Backslash IHSA Archives to see a growing library of nearly 1,000 classic IHSA contests in multiple sports, including some of the oldest high school basketball footage in the world.



## State Series Awards Delivery Information For Tournament Managers

1. Tournament Plaques/Trophies/Medallions will be shipped to the school sites directly from A & M Products via United Parcel Service. Please inform whoever receives your UPS deliveries to expect awards to arrive up to two weeks prior to the tournament and ask them to deliver the awards to you upon receipt. This is key in case we need to replace any damaged awards prior to your tournament.

**STATE SERIES AWARDS WILL BE MARKED WITH A LIME GREEN LABEL SAYING "OPEN IMMEDIATELY"**



**UPON ARRIVAL** - Please OPEN and INSPECT the awards upon arrival. Contact Andy Austin **IMMEDIATELY** (aaustinaandmproducts.com) for awards damage. Most awards can be replaced prior to the level of competition, if inspected upon arrival. A&M will submit a "damages claim" against the shipping company and cannot do so if the school waits months to make a claim after the tournament for a replacement. Any claims due to damages after the tournament will result in the school being billed for the replacement.

2. Be advised that **IHSA Tournament**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

3. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day but should be opened as they arrive.**

4. Please check all trophies, plaques, etc.,

- (1) Good condition and not damaged in any way.
- (2) Awards are engraved with the proper sport, tournament level, year, etc.
- (3) No missing medals/places

**State Final Tournaments**, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions **can** be in trophy boxes.

Kraig Garber  
Asst. Executive Director

Contact **IMMEDIATELY** for damaged or errors on awards  
Andy Austin (aaustinaandmproducts.com)  
(309) 875-2667

# Awards Order Form for Regional/Sectional Tournament Ties



**TOURNAMENT MANAGERS:** This form must be completed to order the ties awarded earned during your Regional/Sectional Tournament.

Please complete and fax this document at the conclusion of your tournament so medalists don't have to wait long for their award(s).

Please return **UNUSED TOURNAMENT** medals to A & M Products, 575 Elm Place, Princeton, IL 61356.

Tournament Location: \_\_\_\_\_ Competition Level: \_\_\_\_\_ Reg \_\_\_\_\_ Sect \_\_\_\_\_  
Sport/Activity: \_\_\_\_\_ Gender (check one)  Girls  Boys  Co-ed

Tournament Manager's Name: \_\_\_\_\_

Tournament Manager's Phone Number: \_\_\_\_\_

Tournament Manager's Email Address: \_\_\_\_\_

Classification (check one): 1A  2A  3A  4A  5A  6A  7A  8A  Unclassified

A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

## TEAM PLAQUE

Place: \_\_\_\_\_ Recipient Town: \_\_\_\_\_

School (Must supply both): \_\_\_\_\_

## Individual Event Medal Tie Requests

(\*Pole Vault, Discus, Diving, 100 yd. Butterfly, Singles, Doubles, 102 lb.; Speech: IE, etc.)

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

Fax (815) 879-0400 or email ([OfficeAssistant@aandmproducts.com](mailto:OfficeAssistant@aandmproducts.com)) this completed form

# General Information

**IHSA Manual for  
Schools & Managers**



# Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to inter-scholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



## Venue-Specific Action Plan

Illinois High School Association  
2715 McGraw Dr., Bloomington, IL 61704  
Phone: 309-663-6377  
Fax: 309-663-7479

### Venue

**Sport:**

**Location:**

### Emergency Personnel

**Present:**

**On-Call:**

### Emergency Equipment Location On-Site

**Nearest AED:**

**First Aid Kit:**

**Items for proper care of blood-borne pathogens:**

**Ice or chemical ice packs, water and towels:**

**Player Medical Information:**

**Other equipment as deemed necessary by local circumstances and qualifications of available personnel:**

### Communication

**Access to 911:**

**Access to on-call emergency medical personnel:**

### Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
  - a. EMS: Call 911
  - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

### EMS Access:

If EMS is called provide directions/access to scene

**Directions to site/location:**

Open access gates  
Designate individual to meet EMS at entrance





# School's Responsibility: Sportsmanship



## School's Responsibility to an Official Prior To The Season

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.  
Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. Avoid embarrassment.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## School's Responsibility to an Official Prior To The Contest

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
  - a. Provide a reserved parking space.
  - b. Meet officials and take them to the dressing room.
  - c. Have refreshments available for halftime and postgame.
  - d. Ask for any additional needs.
  - e. Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
  - f. Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.

## School's Responsibility to an Official During The Contest

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

## School's Responsibility to an Official After The Contest

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



# Do What's Right Sportsmanship

## DWR Expectations

- Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.
- Use positive yells, chants, songs or gestures.
- Display modesty in victory and graciousness in defeat.
- Respect and acknowledge the integrity and judgment of officials.
- Exhibit positive behavior in both personal interaction and social media comments.

---

### Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

---

### Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.

# IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials prior to the start of the tournament/event.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

## PROACTIVE PLANNING

- 1) Assign staff to monitor local weather conditions before and during practices and contests
- 2) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
  - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
- 3) Develop criteria for suspension and resumption of play:
  - a. When thunder is heard, or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.  
\*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
- 4) Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
- 5) Inform student-athletes and their parents of the lightning policy at start of the season.

## EVACUATION PLAN

**Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.**

**Avoid:** Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

**Resuming Activity:** The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

# Wet Bulb Globe Temperature <sup>®</sup>

These requirements represent minimum standards that IHSA member schools must follow for all athletic activities and competitions, both outdoors and indoor facilities that are not airconditioned. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will also be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. Decisions to suspend and resume activity will be in accordance with these guidelines.

## Pre-Practice Preparation:

1. Thirty minutes prior to the start of an activity, and minimally every 30 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is required.
- a. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.
2. Provide cooling stations such as shade, ice towels, misting fans, etc. for before, during, and after activity.
3. Provide ample amounts of water. This means water should always be available and athletes should be able to take in as much water as they desire.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

Cat 2	Activity Guidelines
< 79.9	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
80.0 - 84.5	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 5 min each. Cold Water Immersion must be available. (see below)
84.6- 87.5	Maximum practice time is 2 h. Contests may conclude if the temperature moves to orange mid-game with the required breaks provided. No new contests may be started if the temperature is in this range. <u>For Football:</u> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout each hour of practice. Cold Water Immersion must be available. (see below)
87.6 - 89.9	Maximum practice time is 1 h. <u>For Football:</u> No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout the hour of practice. Cold Water Immersion must be available. (see below) Consider postponing games or practices until a cooler time of day.
> 89.9	No outdoor workouts. Delay practice until a cooler WBGT is reached. Table 1 (all temperature readings as measured by WBGT devise)

## Treatment of Exertional Heat Stroke and Cold-Water Immersion:

In the event of potential Exertional Heat Stroke (EHS), each school participating in interscholastic sports shall be properly prepared and equipped to activate EMS and initiate rapid whole-body cooling using an evidence-based cooling modality. The current best practice for the treatment of exertional heat stroke is rapid whole-body cooling via Cold Water Immersion (CWI) on-site followed by transport to advanced medical care (Cool first transport second). If whole-body CWI is not readily available, alternate evidence-based whole-body cooling techniques can be utilized (e.g. TACO method). The best practices shall be carried out by a licensed athletic trainer, designated healthcare provider, or EMS provider. In the event that these medical providers are not available and heat illness is suspected, cooling should be initiated until advanced medical personnel arrives.

The cooling modality shall be ready for immediate use when WBGT is at or above 80F. At WBGT temperatures below 80F the cooling modality should be readily available.

# Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

## Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

## IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

**“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”**

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

**NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.**

### Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

### Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to or after the injury

### Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school’s approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school’s Return to Play (RTP) protocols before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

# Sports Medicine



ILLINOIS HIGH SCHOOL ASSOCIATION. 2715 McGraw Drive • Bloomington, IL 61704  
• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## Concussion Information

### Return to Play (RTP) and Return to Learn (RTL)

**Background:** With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician’s assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

*In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity*

### Mandatory Concussion Education

Required concussion education for all athletic coaches and marching band directors is another component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015.

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

*For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.*



Contact: Matt Troha • [mtroha@ihsa.org](mailto:mtroha@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479

### STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

Congratulations on qualifying for an IHSAA state final in a team sport. In order to provide the best possible coverage of this event for your school newspaper, yearbook and AV club, etc. you are entitled to have up to three students receive credentials to cover this event as official media members. In the event that you have less than three students, an adult sponsor may be included on this list. To apply for student media credentials, please have your Athletic Director or an individual involved with the aforementioned programs email Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) at the IHSAA with the following information:

- 1) The names of individuals attending
- 2) Whether they are students or adults
- 3) If the attending individuals will serve as reporters, photographers, videographers, etc.

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area.

Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

The individual applying for student media credentials will receive specific information on credential pick-up and media regulations at the event via email in the days leading up to the state final.

Please note that student media credentials are only available for state final events in team sports. Due to the sheer volume of schools who qualify in individual sports, our press facilities would be unable to accommodate student media from all participating schools in individual sports. Student media are also welcome to cover IHSAA state final activities. Credentials are not required for these events, but please have your students check-in with state final personnel upon arrival for media coverage regulations.

### VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

Each school will be eligible to receive a pass for an individual attending the state final event to shoot game film that is for the sole purpose of being used by the coaching staff for postgame breakdown. Passes for videographers shooting highlight videos, documentaries, etc. should be included in student media application reference above. Additional passes for videotaping purposes will need to come from the allotment of state final passes given to school/head coach at or prior to the state final event.

To apply for a credential to shoot video, please have your Athletic Director email Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) at the IHSAA with the name of the individual who will be taping and whether they are an adult or a student.

*Please contact Matt Troha (309-6336-377) at the IHSAA or any questions related to this document.*



## Internet Video Broadcasting Information



Contact: Matt Troha • [mtroha@ihssa.org](mailto:mtroha@ihssa.org) • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology has brought about many new potential internet broadcasting partners who may contact you seeking to broadcast the postseason IHSA events you host.

The IHSA's official broadcast partner, the NFHS Network, has the first right to exclusively broadcast any postseason IHSA event. If your school streams on the NFHS Network, via either the School Broadcast Program or a fixed Pixellot camera system in your gym or stadium, then you are encouraged to exclusively stream any/all postseason games you host. Additionally, if an NFHS Network school competing in the postseason tournament you are hosting would like to broadcast on the NFHS Network, they should be given exclusivity to do so as well. The NFHS Network also partners with several third party media companies, who should be granted the same exclusivity to broadcast as a school.

If you as the postseason host are not an NFHS Network school, and no competing school contacts you about broadcasting on the NFHS Network, at that point, a third party can be granted the rights to broadcast the event on the internet. In this instance, a broadcast rights fee is due to the IHSA. The internet streaming fee schedule is listed below. Potential broadcasters should be directed to complete and submit the IHSA Broadcast Application form from the IHSA website (TV fee schedule also located in this application), which can be found here:

[www.ihssa.org/documents/media/Video%20Ap.pdf](http://www.ihssa.org/documents/media/Video%20Ap.pdf)

If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please email/call Matt Troha at the IHSA office ([mtroha@ihssa.org](mailto:mtroha@ihssa.org) or 309-663-6377).

### ***Internet Video Broadcast Rights Fee Schedule***

#### **BOYS BASKETBALL**

Per Regional Game-\$125  
Per Sectional Game-\$150  
Per Super-Sectional Game-\$225

#### **GIRLS BASKETBALL**

Per Regional Game-\$125  
Per Sectional Game-\$150  
Per Super-Sectional Game-\$225

#### **FOOTBALL**

Per 1<sup>st</sup> Round Playoff Game-\$250  
Per 2<sup>nd</sup> Round Playoff Game-\$325  
Per Quarterfinal Playoff Game-\$400  
Per Semifinal Playoff Game-\$475

#### **ALL OTHER SPORTS**

Per Regional Game/Meet-\$75 Per  
Sectional Game/Meet-\$100  
Per Super-Sectional Game/Meet-\$150

#### **VOLLEYBALL**

Per Regional Game-\$100  
Per Sectional Game-\$125  
Per Super-Sectional Game-\$150

#### **SWIMMING & DIVING**

Per Sectional Meet-\$250

#### **TRACK & FIELD**

Per Sectional Meet-\$250

#### **WRESTLING**

Per Regional meet-\$200  
Per Sectional meet-\$325



# IHSA Pass Gate List

(Not valid at State Final Events)

Illinois High School Association  
2715 McGraw Dr., Bloomington, IL 61704  
Phone: 309-663-6377  
Fax: 309-663-7479

The fields in this form will accept a cursor and can be filled out prior to printing.

The following are the only persons representing a member school to be admitted free to this contest. The top eight (8) categories will be admitted for the entire tournament. Rostered players will only be admitted accompanied by the coach.

Participating schools must complete this form and return it to the tournament manager prior to the start of the event.

Sport/Activity:	
Host School:	
Level of Contest:	
Your School:	

The top four (4) are allowed to have one (1) guest. Guests 1-3 must arrive with administrator. Guest 4 may arrive late.

### Administration

1.		
2.		
3.		
4. Head Varsity Coach		Guest

The remaining coaches, etc. are allowed entry into the tournament but are not permitted a guest.

5. Assistant Coach	
6. Assistant Coach	
7. Assistant Coach	
8. Assistant Coach	
9. Manager	
10. Scorekeeper	
11. Video/Camera Operator	
12. Bus Driver	
13. Athletic Trainer	
14. All rostered players according to the terms and conditions.	

All other representatives from your school must pay to attend an IHSA tournament.

In case of emergency or need to communicate changes to your school:

Contact Person:	
Cell Phone:	
Email:	

Contact Person:	
Cell Phone:	
Email:	



# **Unmanned Aerial Vehicle (Drone) Policy**

**For IHSA Tournaments**

**Effective February 18, 2015**

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.